

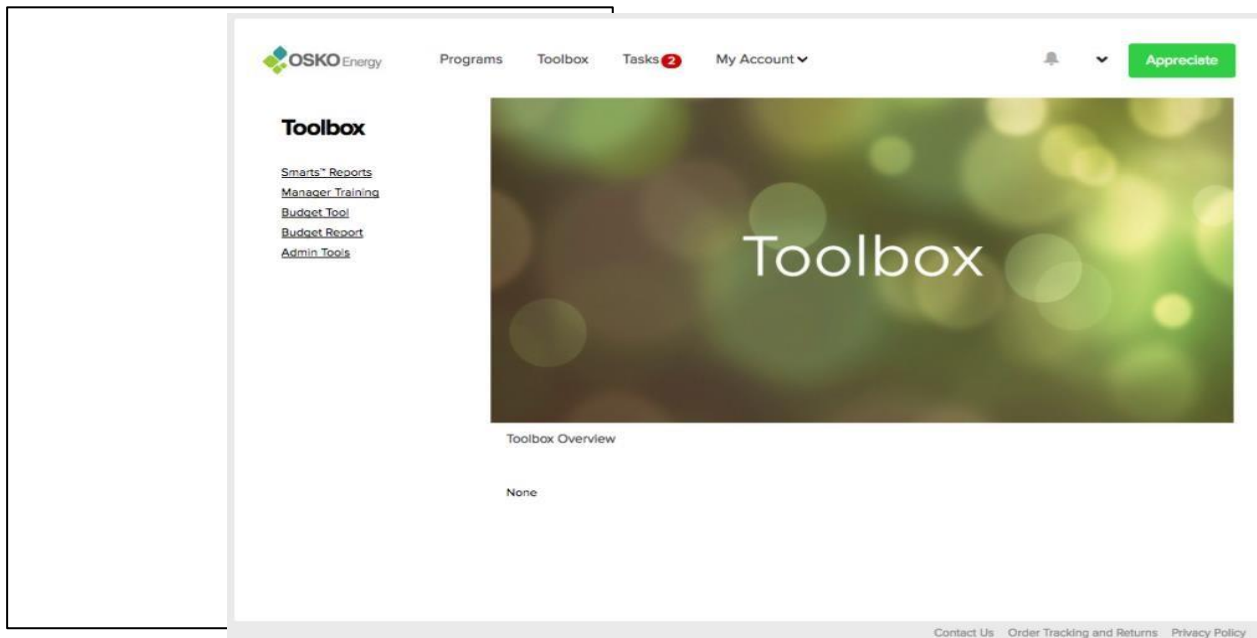
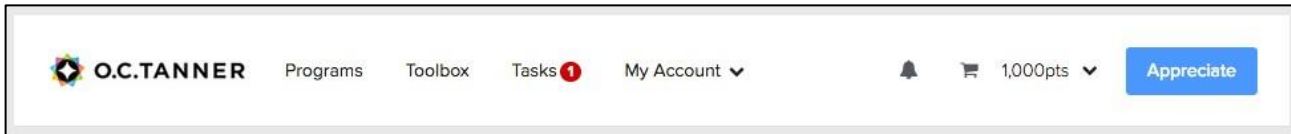


**BLUE DIAMOND**  
**PROUD**

**Task Guide**

# Tasks - Instructions

The **Tasks** menu link will appear in the top navigation bar. The **Tasks badge** (red circle next to the Tasks link) will displays how many "Tasks" - pending approvals & pending presentations - a user has pending. Group nominations will show as one task.



## Pending Tasks

- Upon clicking on the **Tasks** menu link, the user is directed to the **Pending Tasks** page.
- This displays all approvals and presentations assigned to the user that have not yet been completed.
- Ten (10) pending tasks will display. If there are more than 10 pending tasks, the user will be able to navigate to the next page.
- If a user does not have any pending tasks, then the message “You currently don't have any pending tasks.” will display.

**For each Pending Task the following will display:**

Avatar / number of users in group

- *For single nominations* - If a user has not uploaded a photo, the user's initials will display.
- *For group nominations* - The number of recipients in the group will display.

**Award Level** - Will pull in the award level associated with the nomination.

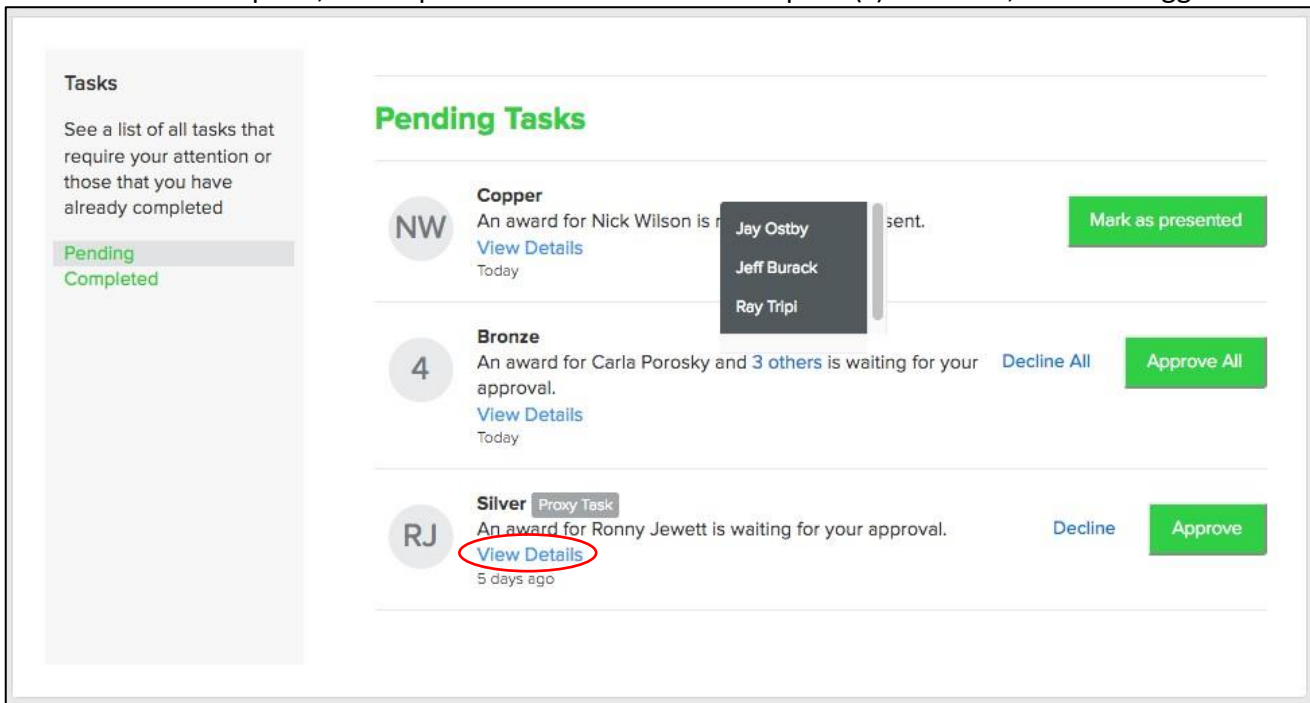
- **Proxy Task** - Will display if the task is a proxy task for another user.
- **View users in a group nomination** - The user can see who is part of a group nomination by hovering over the "# others" link. This will display the list of additional recipients.

**View Details** link - Will take the user to the View Details page for the Task to see additional information about the award to provide them with context if needed and to access the eCertificate (for presentations). \*See more information below

- Current status timeframe (**Today**, 1 Day, etc.) - How long since the nomination was submitted.

Action links / buttons

- **Decline / Decline All** link - This will decline the nomination and the decline reason popup will appear.
  - **Approve / Approve All** button - This will approve the nomination, and after clicking on the Approve button, the approver will be able to add a personal thank you message for the recipient(s).
  - **Mark as presented / Mark all as presented** button - This will mark the presentation as complete, will deposit the award into the recipient(s) accounts, and will trigger the email.



## **Viewing Details**

By clicking on the *View Details* link the user will be taken to the details page. The details view allows the approver / presenter to view information about the nomination, including:

- Recipient(s)
- Nominator
- Status
- How long the Task has been in the current status - This will show Today, 1 Day, etc.
- Program
- Award Level
- Description of Achievement (*How did this recipient make a difference?*)
- Thank you Note
- Note to approver (for approvals)
- Corporate Value

## Example of Pending Award Approval Details

**Tasks**

See a list of all tasks that require your attention or those that you have already completed

Pending  
Completed

[Go back to Tasks](#)

### Award Approval Details

2 From: Brett Goodell  
Status: Pending approvals  
Today

#### Celebrate Achievements

##### Gold



**How did this recipient make a difference?**  
Nick and Camille massively impressed the crowds at the All Star Spectacular. They were both on the ball and played off of each other perfectly. The event wouldn't have been as successful without all the hard work they did in preparation.

**Thank You Note**  
You two rocked it. Thank you so much for being such a phenomenal duo to work with. I hope we are assigned another project to work on together soon.

**Note to approver**  
This is associated with the Spectacular project.

**Corporate Value**  
Teamwork

Awaiting your approval [Decline All](#) [Approve all](#)

	Camille Chin Gold	<a href="#">Transfer</a>	<a href="#">Decline</a>	<a href="#">Approve</a>
	Nick Wilson Gold	<a href="#">Transfer</a>	<a href="#">Decline</a>	<a href="#">Approve</a>

## Individual Award Details

On the Pending Tasks Details page, the user will be able clicking on the **recipient's name**, to see the *Individual Award Details*.

The *Individual Award Details* view allows the approver to view the next approver (if applicable) and the assigned presenter.

## Example of pending approval *Individual Award Details*

### Tasks

See a list of all tasks that require your attention or those that you have already completed

Pending  
Completed

[Go back to Tasks details](#)

## Individual Award Details

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**CC** From: Brett Goodell  
Status: Pending approval  
Today

### Celebrate Achievements

#### Gold

**How did this recipient make a difference?**  
Nick and Camille massively impressed the crowds at the All Star Spectacular. They were both on the ball and played off of each other perfectly. The event wouldn't have been as successful without all the hard work they did in preparation.

**Thank You Note**  
You two rocked it. Thank you so much for being such a phenomenal duo to work with. I hope we are assigned another project to work on together soon.

**Note to approver**  
This is associated with the Spectacular project.

**Corporate Value**  
Teamwork

**Approval Path**

<b>NH</b> Next Approver Nancy Hanson	<b>KR</b> Presenter Kevin Rosado
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Awaiting your approval

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<b>CC</b> Camille Chin Gold	<a href="#">Transfer</a>	<a href="#">Decline</a>	<a href="#">Approve</a>
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## Completed Tasks

From the **Pending Tasks** the user can access the **Completed Tasks** page. The Completed Tasks page will display the tasks the user has completed, and which action the user took on the Task.

**Tasks**

See a list of all tasks that require your attention or those that you have already completed

[Pending](#)

[Completed](#)

### Completed Tasks

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**Silver**  
RJ You presented an award for Ronny Jewett.  
[View Details](#)  
1 day ago

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**Bronze**  
4 You approved an award for Carla Porosky and **3 others**.  
[View Details](#)  
1 day ago

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**Copper**  
RJ You presented an award for Ronny Jewett.  
[View Details](#)  
5 days ago

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**Copper**  
JB You presented an award for Jeff Burack.  
[View Details](#)  
1 months ago

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**Copper**  
JB You approved an award for Jeff Burack.  
[View Details](#)  
1 months ago

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**Copper** Proxy Task  
MM You presented an award for Mary Mahoney.  
[View Details](#)  
1 years ago

## Example of Completed Presentation *Task Details*

### Tasks

See a list of all tasks that require your attention or those that you have already completed

[Pending](#)  
[Completed](#)

[Go back to Tasks](#)

## Task Details

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**4** From: Nick Wilson  
Status: Presented  
1 day ago

### Celebrate Achievements

#### Bronze

How did this recipient make a difference?  
It's harder and harder these days to get the number of volunteers we need—but you made time in your busy schedule to step up. That means even more as every year gets busier.

**Thank You Note**  
Thank you so much for joining the team.

**Corporate Value**  
Value 1

**Presented by you**

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**CC** Carla Porosky [Print Certificate](#) 1 day ago

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**CP** Mary Johnson [Print Certificate](#) 1 day ago

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**MJ** Ray Tripi [Print Certificate](#) 1 day ago

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**Presented by others:**

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**RT** Camille Chin [Kevin Rosado](#) 1 day ago

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